

REQUEST FOR PROPOSALS

Grant Name: Nebraska Abstinence Education

Granting Agency: Nebraska Health & Human Services System
(NHHSS)
Department of Regulation and Licensure

Funding Source: Administration for Children and Families
Section 510 of Title V of the Social Security Act
(Abstinence Education Grant Program),
CFDA # 93.235

Project Period: October 1, 2006 – September 30, 2007

Request Issued: July 26, 2006

Proposal Deadline: September 1, 2006

Issuing Office: Office of Family Health – Abstinence Education
Program
Nebraska Department of Health & Human
Services Regulation and Licensure
301 Centennial Mall South
Lincoln, NE 68509-5044
(402) 471-0538

Summer, 2006

Dear Applicant:

Thank you for your interest in promoting abstinence education as the healthy choice for Nebraska's youth! The Nebraska Department of Health and Human Services Regulation and Licensure, through its Office of Family Health, is seeking grant proposals from public and non-profit organizations, and federally-recognized Native American tribes of Nebraska. Nebraska Abstinence Education Grant funds will be available for a twelve-month period beginning October 1, 2006 to support planned activities proposed by Applicants. These funds are part of Section 510 of Title V of the Social Security Act (Abstinence Education), (Catalog of Federal Domestic Assistance # 93.235).

This source of funding is not new. Nebraska's Abstinence Education grant funds were sub awarded to community-based groups beginning in 1997 and again in 2003. These first sub award periods focused on initiating a community level program for abstinence education. Now, with a new cycle of funding, we will build and enhance upon these first efforts by expanding the opportunity for other entities and organizations to apply for funds. We seek to more equitably distribute funds among potential partners who will demonstrate the greatest impact in reaching the target audiences.

The attached Request for Proposals provides additional information and all the forms and instructions necessary to apply for these funds. Please review the materials and carefully follow the instructions for preparing and submitting grant proposals. To facilitate any questions that might arise from potential applicants, written questions will be accepted through August 25, 2006. Responses will be provided and updated frequently by staff of the Nebraska Health and Human Services System and posted on the Family Health web site at www.hhs.ne.gov/fah/fahindex.htm. All the contact information is found in the following pages.

Respectfully,

A handwritten signature in black ink, appearing to read 'Joann Schaefer', with a stylized flourish at the end.

Joann Schaefer, M.D., Chief Medical Officer
Director, Department of Health and Human Services Regulation and Licensure

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PART I. OVERVIEW

A. Background and Purpose of Funding

The Nebraska Health and Human Services System, Department of Regulation and Licensure (NHHSS) announces the availability of funds as a provision of Public Law 104-193, the Personal Responsibility and Employment Opportunity Reconciliation Act of 1996. **The purpose of this federal funding is to provide abstinence-only education programs to promote abstinence from sexual activity until marriage**, with a focus on those groups who are most likely to bear children out of wedlock. These funds are allocated to the states based on a formula. Each state then identifies its priority needs for abstinence education.

Nebraska addressed the state's priority needs for abstinence education through community-based, family-centered, collaborative sub grants. Six community-based entities were awarded sub grants beginning in January 1998. Eight additional sub grants were awarded in fiscal year 2003-2004. These sub grantees sustained an abstinence education program through various venues through September 30, 2005.

Nebraska's priority needs remain centered on pregnancy, out-of-wedlock births and sexually transmitted disease (STD) among the teen population. The priority needs identified for Fiscal Year (FY) 2006-2007 are:

1. *Increase the exposure to the abstinence message by racial and ethnic minority populations.*
2. *Target parents and those groups within populations that most affect the attitudes and behaviors of the teen population to help them in making healthy decisions.*
3. *Identify sources and collect data that reflect the universality of teen sexual and associated risk behaviors across all populations.*
4. *Develop and implement a health-programming infrastructure that impacts the spectrum of adolescent health and supports a youth development approach.*

Beginning with FY 2003-2004 a continued focus was placed on those areas of the state identified in greatest need and/or high risk based on the following criteria; 1) high incidence of STDs among teen population, 2) high incidence of adolescent births, 3) a racial/ethnic minority population greater than 8%, 4) percentage of children living in poverty, and 5) the high school dropout rate. An emphasis will be placed on reaching racial and ethnic minority populations, older teens and parents within these high-risk areas.

Scope of Work: For fiscal year 2006-2007, the Abstinence Education funds are offered competitively to any statewide or community-based, public or private non-profit entity able to provide youth-centered education regarding abstinence from sexual activity or any

other subject deemed relative and supportive of the abstinence message, e.g. alcohol, tobacco and other drug education, social or character education or medical/health care education. The scope of work shall encompass positive youth development principles and practices. See **Attachment 1** for definition of positive youth development and related information.

B. Eligible Applicants

Public and private non-profit entities, including local health departments and federally-recognized Native American Tribes headquartered in Nebraska (Omaha, Ponca, Santee, and Winnebago) whose work plan has a local, multi-community, multi-county or state-wide focus are eligible to apply under this RFP. A non-profit Applicant proposing to provide services on a Native American reservation or federally-recognized Tribal land must include a letter of support from the applicable Tribal Council.

Community is defined as a geographic area or Native American tribe.

Each applicant must be or have a formal agreement with a fiscal agent that has a non-profit status at the time of the application, has a capacity to receive these funds, is committed to the project, and is acceptable to all community partners. Proof of non-profit status from the Internal Revenue Service (IRS) must be submitted upon request of the granting agency.

C. Funding Period and Availability of Funds

Nebraska Health and Human Services System (NHHSS), Department of Regulation and Licensure requests proposals for a twelve-month period beginning October 1, 2006. NHHSS reserves the right to reject any or all proposals submitted. Successful applicants will receive an award letter for the twelve-month period based on the proposed program plan and supportive budget. The budget must include estimated program income, which is defined as *revenue generated as a result of these grant funds*. Subsequent funding at the same or reduced levels may be available through continuation awards for up to one additional year. The award of continuation funds to an applicant in these subsequent years will be dependent upon the applicant's success in meeting program objectives in the first year, timely reporting of program progress and the availability of funds.

The estimated amount of funds available for FY 2006-2007 is approximately \$185,000.00 to fund proposals with average awards of \$5,000-\$25,000. Actual awards will be determined based on proposed budgets and work plans, size of the community and population to be served and previous experience as sub grantee under the Abstinence Program if applicable.

Final awards are dependent on Congressional reauthorization of Section 510 of Title V funds and Nebraska's receipt of these Federal funds by the start of the funding period (October 1, 2006).

D. Specific Program Requirements

1. Cultural Competency: Applicants must demonstrate cultural competence following the National Standards for Culturally and Linguistically Appropriate Services in Health Care (CLAS) and describe in detail how they will integrate these standards into their programs. See **Attachment 2** for a definition and discussion of CLAS Standards.

Community-based applicants must have an active community-based partnership wherein, at a minimum, involvement includes faith communities, schools, the business community, public and private health and human service providers, families and any advocacy or grass roots organizations representing the interests of special populations within the community.

2. Adherence to Federal Definition: Activities to be funded must be “abstinence only”¹ rather than abstinence-plus² and emphasize one or more of the following eight elements of abstinence education as defined by law.

- A. Has as its exclusive purpose, teaching the social, psychological and health gains to be realized by abstaining from sexual activity;
- B. Teaches abstinence from sexual activity outside marriage as the expected standard for all school age children
- C. Teaches that abstinence from sexual activity is the only certain way to avoid out-of-wedlock pregnancy, sexually transmitted diseases, and other associated health problems;
- D. Teaches that a mutually faithful monogamous relationship in the context of marriage is the expected standard of human sexual activity;
- E. Teaches that sexual activity outside of the context of marriage is likely to have harmful psychological and physical effects;
- F. Teaches that bearing children out-of-wedlock is likely to have harmful consequences for the child, the child’s parents, and society;
- G. Teaches young people how to reject sexual advances and how alcohol and drug use increases vulnerability to sexual advances; and
- H. Teaches the importance of attaining self-sufficiency before engaging in sexual activity.

It is recognized that responses to this RFP will result in the development of programs with significant variation. Potential respondents should know that potential projects or programs are not required to place equal emphasis on each element of the

¹ Instruction promotes abstinence from sexual activity until marriage

² Instruction promotes abstinence from sexual activity until ready and teaches birth control

definition; however, a project or program may not be inconsistent with any aspect of the abstinence education definition.

3. Program Integrity: Projects must clearly and consistently focus on the Section 510 definition of “abstinence education” and applicants must agree not to provide a participating adolescent any other education regarding sexual conduct in the same setting. Projects funded under this grant must be taught separately from any other sexual education programs that promote a different message. Applicants proposing to provide abstinence-only education and who have a public health mandate, such as local health department, community health centers or other community-based clinics, must provide signed assurance (**See Attachment 13, Exhibit 2**) that any discussion of other forms of sexual conduct or provision of services is conducted in a setting different from where and when the abstinence-only education instruction is being conducted.

4. Non-Sectarian Instruction: It should be noted that grantees and their contractors/sub-grantees may not expend Federal funds for sectarian instruction, worship, prayer, or proselytization. Non-profit organizations and other community-based organizations, including faith-based organizations, are eligible to apply for program funds, but must provide signed assurance that they will respect this requirement. (**See Attachment 13 Exhibit 2**) If the applicant is a faith-based or religious organization and it does offer such sectarian activities, these activities shall be voluntary for the individuals receiving services under this program and must be offered separately from the program activities. Each program or project must be accessible to the public generally, not just to those of a particular religious affiliation. Finally, sanctuaries of religious worship may not be utilized as a site though religious educational facilities may be eligible under certain circumstances. Detailed guidance on aspects of this complex issue is covered in Abstinence Advisory #2 and is included as **Attachment 3** of this application guideline.

5. **Positive Youth Development.** Applicants must incorporate positive youth development principles and practices into their work plan and demonstrate how these practices will be carried out during the life of the grant. At a minimum, work plans must demonstrate inclusion of at least two of Nebraska’s five guiding principles for positive youth development as listed below:
- Ensure young people have healthy relationships with caring, supportive adults.
 - Provide safe, stable and supportive environments to thrive and grow.
 - Offer opportunities for youth to actively develop critical life skills.
 - Advocate clear expectations and high standards for all youth.
 - Provide youth with opportunities to participate in meaningful ways in their community.

6. Equal Access: This program is subject to Title IX of the Education Amendments of 1972 (Title IX 20 U.S.C. §§ 1861-62), which prohibits discrimination based on sex in programs which receive financial assistance. Both boys and girls must be given “equal access” to educational opportunities. Projects are not required to provide

equal number of classes or serve equal numbers of participants for each sex, but they are required to provide equal access.

7. Referrals: Applicants must agree to refer youth to a local health care provider when appropriate. Specific referral methods must be described in the application.

8. Program Training, Promotion and Evaluation: Applicants must agree to participate in curricula training and implementation where appropriate and to participate in any multimedia information campaign put into action by the state.

9. Program Evaluation: Applicants must incorporate an evaluation plan in their proposals and describe in detail the specific process and outcome measures to be used.

E. Match Requirements, Resources and Program Income

“Matching means the value of the third-party in-kind contributions and the portion of the costs of a federally assisted project or program not borne by the federal government.” (Source: The “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” for the Department of Health and Human Services, 45 C.F.R. Part 92). Sub recipients of Nebraska Abstinence Education grant funds will be required to provide matching resources. This community-based support is essential to help Nebraska meet the State’s match requirement of three dollars for every four dollars of federal Abstinence Education Grant funds. Applicants must document in the proposal their capacity to provide matching funds, indicating both the type and source of match. The two types of matching resources are: 1) cash, and 2) in-kind (non-cash). The source of match could be a non-federal grant source³, agency cash, donations or fees.

Program income is defined as **revenue generated as a result of these grant funds**. Nebraska Abstinence Education Grant funds are not program income. Examples of program income include fees, donations and/or revenue from the sale of program promotional items. It is a requirement that program income be re-invested in the work related to the grant-funded activities. This reinvestment of program income is shown on the budget and expenditure report as cash match. If the grant-funded activities do not generate income, or if program income is insufficient to meet the minimum match requirement, the match requirement can be met by other options: a) any non-federal funds may be used as cash match which are not already used as match for another grant award, and/or b) non-cash match.

Estimated program income must be budgeted in the cash match column of the Line Item Budget. **(See example in Attachment 4)** Sub recipients will be expected to identify through quarterly reports the program income received and reinvested to support grant activities.

³ It is permissible for Native American Tribes eligible under P.L. 93-638 to use those federal funds as match.

The final expenditure report for any fiscal year must have a zero balance for program income, otherwise the final reimbursement request will be reduced by unspent program income. Sub recipients will not be allowed to carry over program income between fiscal years.

The federal statute requires the federal funds to be matched by the state at a 4:3 (Federal:State) ratio (75% of the award value). Therefore, NDHHS will require applicants match in the form of community in-kind or cash donations. A community level match at the same 4:3 is strongly encouraged but not mandatory. In order to demonstrate commitment to the project, each applicant must provide a minimum match of 20% of their final approved award.

The non-federal participation may be in the form of allowable costs incurred by the grantee, or the value of third-party in-kind contributions and must meet the requirements for allowability and documentation set forth in 45 CFR Part 74, Sections 74.23 and 74.27 and 45 CFR Section 92.24. The following information, which supplements both 45 CFR Parts 74 and 92, contains an explanation of the non-federal share requirements.

General Requirements for Match

The source and amount of cash and/or the value of third party in-kind contributions proposed by the applicant or recipient to meet a matching requirement must be identified in the application. The activities supported by that budget as well as any expenditures against that budget must conform to the requirements of this document.

Costs which are used to satisfy the grantee's matching requirements may be financed from the following:

1. Any non-federal source, including cash or in-kind contributions contributed or donated to the project by either the grantee or by third parties.
2. Grant-related (program) income, other than income from certain royalties and from the sale of real or tangible personal property, when the grantee is authorized to expend such income to further the purposes of the legislation under which the grant is made. See 45 CFR § 92.25 and 45 CFR § 74.24
3. Funds derived either directly or indirectly from federal sources which are received as fees, payments, or reimbursements for the provision of a specific service, such as patient care reimbursements received under Medicare or Medicaid.

In determining the allowability of costs for matching purposes, the qualifications and exceptions listed in 45 CFR Section 74.27 and 92.24 apply. **(See Attachment 5)** Also, the classification of a contributed cost as either direct or indirect must be consistent with the classification of other costs incurred for the same purpose in like circumstances. For example, if the costs of facilities (such as depreciation or use allowance and operation and maintenance expenses) are treated as indirect cost for the organization's other activities, similar costs may not be counted as a direct cost contribution for purposes of matching.

Applicants are required to provide an accounting of all available match, including in-kind contributions. Records for tracking match must be kept in the same manner as records for claiming expenditures, and will be reviewed during project site visits.

Resources identified as match will be closely scrutinized during the review process to make sure that the claimed resources are allowable and a necessary part of the project.

To be used as in-kind match, contributions must be:

- Necessary to accomplish program activities
- Allowable if the grantee were otherwise required to pay for them

Funds that are used to match other federal or state grants that the applicant may also have cannot be used as match for this project.

F. Funding Priorities

The purpose of this federal grant program is to promote abstinence from sexual activity until marriage. Priority needs for Abstinence Education specific to Nebraska (See page 1) serve as the basis for building and directing an abstinence program at the state level.

Key Funding Priorities

The following are priorities for the award of funds to applicants responding to this RFP:

- Work plan must directly address one or more of the eight elements that define abstinence education and not be inconsistent with any of the elements;
- Work plan must address one or more of Nebraska's four Priority Needs.
- Work plan must address two or more of Nebraska's principles for positive youth development in programming and services (see **Page 4**).
- Work plan must target at a minimum those teen populations identified in greatest need and/or high-risk according to the criteria outlined in the state's federal application for funds. (See **Page 1**).
- Work plan must identify abstinence-only programs and abstinence-plus programs already implemented in the community or target area in order to facilitate a cooperative evaluation process.
- Work plan must demonstrate cultural awareness, sensitivity and broad-based community support.
- Work plan must address collaboration with any of the state's program marketing and promotional efforts.
- Work plan must address adherence to using state selected curricula and local models of support, e.g., mentoring, parent involvement, youth groups, peer education (**See Attachment 6**);
- Work plan must address collaboration with any evaluation process sponsored by the state.

G. Timeline for Proposal Process, Review, and Notification*

Public Notice of availability of funds	July 26, 2006
Request for Proposal issued	July 26 , 2006
Letter of Intent to Apply due	August 9, 2006
Deadline for Applicant Written Questions	August 25, 2006
State Responds to Written Questions	On-going through 8/25/06
Proposal deadline	September 1, 2006*
Proposal review	September 5-15, 2006
Notification of sub grant awards	September 20, 2006
Contingencies due	September 29, 2006
Final award letters	October 1, 2006
Project period begins	October 1, 2006*

* Confirmed dates; all other dates are approximate.

H. Letter of Intent

If you intend to submit an application for this grant program, please notify the HHS, Office of Family Health in writing by **August 9, 2006**. Specify in your correspondence the **CFDA # 93.235**, the name and address of applying organization and the name, phone number and email address of a contact person at your organization. **While the submission of the letter of intent is optional (i.e. not required), it assists HHS staff in determining logistical needs for the application review process. You may indicate in writing your intent to apply in one of three ways:**

Fax: (402) 471-7049 ATTN: Abstinence Education Program

Mail: Abstinence Education Program
Department of Health and Human Services, Regulation and Licensure
Office of Family Health
P.O. Box 95007
Lincoln, NE 68509-5007

Email: **linda.henningsen@hhss.ne.gov**

I. Questions

Any explanation desired by a respondent regarding the meaning or interpretation of any provision of this Request for Proposal must be in writing and may be submitted to the point of contact at the address listed below through **August 25, 2006**. This format allows more specific needs of Applicants to be addressed throughout the proposal period. **In the interest of consistency and fairness, person-to-person or telephone questions will not be accepted.**

Questions may be transmitted by one of the methods listed below (listed in order of

preference) and clearly marked “**Abstinence Education Grant Question**”. Due to the response time, email or fax communication is preferred and strongly encouraged. Responses to questions will be posted under the heading “Adolescent Health” on the Office of Family Health web site at: <http://www.hhss.ne.gov/fah/fahindex.htm> . The site will be updated frequently through **August 25, 2006**. Please check the site before submitting questions as the question may have already been asked and answered. Facsimiles sent to the NHHSS, Office of Family Health at (402) 471-7049, must include a cover sheet clearly indicating the number of pages transmitted. Facsimile must also reference the RFP for the Abstinence Education Grant Program on the cover sheet. The State assumes no liability for assuring accurate or complete facsimile transmission or receipt.

Methods for submitting questions (in order of preference):

- By email to: linda.henningsen@hhss.ne.gov.
- By Fax to (402) 471-7049
- Mail: Office of Family Health, Attention Linda Henningsen
 Nebraska Health and Human Services
 Department of Regulation and Licensure
 301 Centennial Mall South
 P.O. Box 95007
 Lincoln, NE 68509

J. Communication With Staff

From the date the RFP is issued until a determination is made and announced regarding the selection of sub recipients, contact between potential sub recipients and individuals employed by the State is restricted only to written communication with the staff designated specifically to the RFP. Violation of this condition may be considered sufficient cause to reject an applicant’s proposal and/or selection irrespective of any other condition.

K. Submission of Proposals

The following describes the requirements related to proposal submissions, proposal handling and review by the State.

To facilitate the proposal evaluation process, one (1) signed original and four (2) copies of the entire proposal should be submitted by the proposal due date and time. Proposals must be mailed to the address and attention of the contact listed under sub heading “H”, “Letter of Intent”.

Emphasis should be concentrated on conformance to the Request for Proposal instructions, responsiveness to requirements, completeness and clarity of content. If the respondent's proposal is presented in such a fashion that makes evaluation difficult or overly time consuming, it is likely that points will be lost in the evaluation process. Elaborate and lengthy proposals are neither necessary nor desired.

Other requirements for submission are:

- Use the checklist (**Attachment 7**) to assure that all requirements for a complete proposal have been met at the time the proposal is submitted. Incomplete proposals will not be reviewed.
- Proposals must be presented unbound and on standard 8½ x 11 inch paper, except that charts, diagrams and the like may be on fold-outs, which, when folded, fit into the 8½ x 11 format. Pages must be consecutively numbered for the entire proposal, Figures and tables must be numbered and referenced in the text by that number. They should be placed as close as possible to the referencing text. Text should be typewritten, single spaced with margins set at 1". Use a standard font size 12 inch easily-read typeface, such as Times New Roman (as in this document) or Universal. Do not use a condensed font.
- The Cover Sheet, Work Plan and Line Item Budget must follow the required format, and all must be included in the proposal. (Originals of all forms and formats can be found in the Attachment section and may be duplicated.) Failure to comply with this requirement will unnecessarily delay the review process and potentially increase the chance of misinterpretation of the proposal.
- Include a Table of Contents with page numbers referenced in the proposal. The Table of Contents should follow the same headings as the proposal.
- Do not place the original or copies in a binder, folder, or notebook..
- Do not include brochures or any attachments other than the required sections as instructed in this document. The requirements may be submitted as part of the proposal, or attached and incorporated by reference in the text. Other acceptable attachments include, as relevant to a proposal and as instructed in this document: proof of non-profit IRS status, Indirect Cost Rate Agreement, Memorandum(s) of Understanding, and Letters of Support.
- Submission by fax, e-mail, or disk will not be accepted because original signatures are required on the Cover Sheet and Certifications.
- Mail the complete, signed original and two copies, with **proof of mailing on or before September 1, 2006**. Proof of mailing on or before the closing date will be strictly observed. Additions or corrections will not be accepted after the closing date. Applicants are strongly encouraged to use registered mail or at least first-class mail.

Do not send third class or book rate. For security reasons, the envelope must bear a return address and be addressed to:

Abstinence Education Program
Department of Health and Human Services, Regulation and
Licensure
Office of Family Health
301 Centennial Mall South
P.O. Box 95007
Lincoln, NE 68509-5007

A proposal must show proof of mailing by the deadline. Keep a copy for your documentation. Proof of mailing consists of one of the following three options through either the U.S. Postal Services or a commercial carrier:

1. U.S. Postal Service
 - Legibly dated U.S. Postal Service postmark printed or stamped on the envelope. (Note: The U.S. Postal service does not uniformly provide a dated postmark. Check with the local post office in advance before relying on this method of delivery).
 - A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
2. Commercial Carrier
 - A dated shipping label, invoice, or receipt from a commercial carrier, e.g. Federal Express

The following methods are not valid proof of mailing:\

- A private metered postmark;
- A mail receipt that is not dated by the U.S. Postal Service.

Applicants whose proposals have been received, with proof of mailing on or before the deadline, will receive a postcard acknowledgement within 7 days of receipt of the proposal. Applicants who do not receive this postcard acknowledgement within that timeframe, should contact the Abstinence Education Program in the Office of Family Health (402) 471-0538 or by email to linda.henningsen@bhss.ne.gov .

Proposals hand delivered or by courier service will be received during business hours (8:00 a.m.-5:00 p.m.), CST., Monday-Friday, excluding state-observed holidays). Hand delivery or courier service will be received at the 3rd floor reception desk, NHHS, 301 Centennial Mall South, Nebraska State Office Building, Lincoln, Nebraska. Proposals transmitted by hand delivery or courier must be received at NHHS no later than **5:00 p.m. on September 1, 2006.**

L. Rejection of Proposals

The State reserves the right to reject any or all proposals, wholly or in part and to waive any deviations or errors that are not material, do not invalidate the legitimacy of the

proposal and do not improve the contractors competitive position. All-awards will be made in a manner deemed in the best interest of the state.

M. Proposal Evaluation

Proposals received on or before the closing date will be logged in, then screened for compliance with the requirements for the respective funding component as detailed in the Request for Proposals. Proposals with an omission of any required section, form, signatures, or that fail to use required forms or formats, will not advance to the next level of review. **Late, incomplete or non-compliant proposals will not be considered for funding.**

Each proposal advancing from the initial screening will be reviewed and scored by multiple reviewers. Reviewers will score and comment on proposals using Review Criteria (**Attachment 8**). Reviewers represent a variety of perspectives, i.e. public health, social services, education, data management, and financial management. A Review Summary (**Attachment 9**) will be compiled for each reviewed proposal from individual reviewer's scores and identified strengths and weaknesses of the proposal. The Review Summary will be used to rank proposals in each of the project delivery options. A list of requirements, if any, will be prepared for each proposal recommended for funding.

The state will conduct a fair, impartial and comprehensive evaluation of all proposals in accordance with the criteria set forth below. The evaluation process must comply with the terms and conditions, for competitive proposals. The criteria for determining the responsiveness level of each applicant shall include but not be limited to:

1. The ability, capacity and skill of the recipient to deliver and implement the system or project that meets the requirements of this Request for Proposal;
2. The character, integrity, reputation, judgment, experience and efficiency of the applicant;
3. Whether the applicant can perform the contract within the specified time frame;
4. The quality of applicant performance on prior projects.

N. Evaluation Committee

Proposals will be independently evaluated by members of the Evaluation Committee. This committee will consist of staff with the appropriate expertise to conduct such proposal evaluations. Names of Evaluation Committee members and any working documents will not become public information.

Applicants are advised that only members of the Evaluation Committee, meeting in their official capacity, can clarify issues or render any opinion regarding this Request for Proposal. No individual member of the State, employee of the State or member of the Evaluation Committee is empowered to make binding statements regarding this Request for Proposal.

O. Mandatory Requirements

The proposals will first be examined to determine if all mandatory requirements listed below have been addressed to warrant further evaluation. Proposals not meeting mandatory requirements will be excluded from further evaluation. The mandatory requirement items are as follows:

1. The signed Request for Proposal for Contractual Services form (Cover Sheet);
1. Work Plan, budget and project narrative
2. Terms and Assurances and corresponding Exhibits
3. Signed Certifications

P. Technical Evaluation/Weights and Scoring

All responses to this Request for Proposal which fulfill all mandatory requirements will be evaluated. Each category will have a maximum possible point potential. Areas that will be addressed and scored during the technical evaluation include:

1. Needs Assessment;
2. Project Work Plan and Schedule;
3. Project Organization and Staffing;
4. Project Management Plan;
5. Project Cost.

Q. Notification

Applicants will be notified in writing of the funding decisions, whether selected or denied. If selected, award letters may be tentative, pending satisfactory resolution of any requirements. A tentative award letter will be accompanied by a list stating requirements, actions needed to satisfy the requirements, and a required due date for response. If the requirements are not satisfactorily met by the due date, NHHS reserves the right to rescind the tentative award. Applicants may request a copy of the Review Summary for their proposal.

PART II. PROPOSAL CONTENT

Part II. of this document is meant as a guidance for Applicants in preparing the proposed project application. Descriptions and specifics for each sub section are given and, where appropriate, required forms and other criteria are referenced. Originals of these forms can be found in the Attachment section of this document and may be reproduced for Applicant use. It is recommended that the proposal project narrative sub sections be assembled in the order given below. This allows for uniform and timely review and evaluation of the proposal.

- **Assessment of Need:** A valid assessment of needs identifies and documents the “community’s” resources and strengths, as well as its unmet health needs or any gaps in services. This assessment could be local or community-based, relate to a specific county or group of counties or be state-wide in scope. Assessing the health need takes a snapshot of the present, but seeks to understand what led to the present condition. This process involves a careful analysis of the precursors (what has or is occurring that creates the need) and the dimension of the need. Another aspect of assessment looks beyond the health need itself and towards what is being done about it. The assessment looks at the adequacy of existing services to address prevention by targeting the precursors or minimizing their effects.

If the service featured in the proposal already exists, a program evaluation of the existing service must be incorporated into the needs assessment. Yet a program evaluation alone is insufficient as a valid assessment of the overall population. It must be part of a more comprehensive assessment.

This sub section should conclude with a list of at least two priority needs relative to abstinence education for the assessed area and the proposed project’s specific goals and measurable objectives in meeting those needs.

- **Work Plan:** Consider if the results of the assessment can be addressed by providing the proposed services to the target population in the community assessed. The formal work plan is a result of a planning process. Use the required form and format as seen in the example found in **Attachment 10**. Specific instruction and work plan template are located in Part III of this document – “Required Format ”.
- **Description of Activities:** This section augments the Work Plan by providing in narrative form, details about the proposed services. At a minimum, describe the following aspects.
 - 1) The collaboration and planning process . This aspect should comprehensively address the collaboration and planning with those groups and/or organizations, both local and nationally, that have been involved in the state’s abstinence program or stand to impact the state’s program in the future. This collaboration and planning process can be either community-based or state-wide in scope.

- 2) a validation, i.e. cite specific theories, literature and/or research, of the health education/services methodology selected to address the needs identified in the assessment of needs. Applicants are encouraged to use evidence-based models or programs. When not using such models, a clear rationale must be presented to justify using a non-tested model.
 - 3) the proposed scope of work which addresses a minimum of one of Nebraska's Four Priority Needs for Abstinence Education.
 - 4) The proposed scope of work which addresses a minimum of two of Nebraska's five principles of positive youth development.
 - 5) the population(s) to be served,
 - 6) how the project will be provided in family-centered, community-based, culturally-competent manner. Further, use the description of culturally-competent systems of care to explain how the program will address disparities
- **Budget and Budget Justification, including Program Income** -- The Budget, including both grant funds and matching resources, must directly support the Work Plan and related activities described in the Proposal. Applicant must use the required Line Item Budget form. See **Attachment 11** for the Budget template. The template can be downloaded and saved for easy duplication. The Budget Justification mirrors all items from the Line Item Budget, clearly describing the need for each budget item. Specific instructions for preparing the budget and budget justification are located in "Part III. Required Format and Content".
 - **Management Plan** – The Management Plan describes the procedures for successfully managing the proposed activities from the Work Plan. Charts, tables, and/or flow charts are particularly helpful in developing a Management Plan and to clearly communicate the Management Plan to reviewers. **Applicant must include as an attachment a current résumé or Curriculum Vita for the person designated as the Project Director.** More specific guidelines are located in "Part III. Required Format and Content".
 - **Evaluation Plan** – The extent of the evaluation design is relative to the value of the award. For awards of \$20,000 or greater, a portion of the proposed budget should be designated for evaluation, e.g. costs associated with evaluation such as personnel, consultants, and supplies to collect and analyze data. Evaluation must be included not only in the planning stages, but throughout the life cycle of the proposal. The process cannot be delayed until the mid-point or at the end of the project period for a valid evaluation plan. Incorporate evaluation activities in the Work Plan timeline and identify procedures in this narrative.

Proposed programs should primarily focus the evaluation on documenting that the proposed activities were accomplished. However it is strongly suggested that the design of the evaluation process also address how the program will be evaluated to determine if the activities had a direct effect on focus areas. If this choice is implemented, the evaluation plan should then specifically address the following three

aspects: 1) process, 2) changes in health status of the target population, and 3) how or if the program contributed to this change, or lack of change, in health status.

PART III. REQUIRED FORMAT

Part III. provides information and guidance regarding format and content required for the proposal not otherwise previously addressed in Part I or II. In particular, it describes critical relationships between the major components of the proposal. Each subheading contains key information about page limits and use of required forms, if any. **Required forms are posted on the Office of Family Health web site at: <http://www.hhss.ne.gov/fah/fahindex.htm> and may be downloaded for duplication.**

A. Cover Sheet -- Page limit: 1 page. Use required form (ATTACHMENT 12)

Review the Subgrant Terms and Assurances [SEE ATTACHMENT 13] before preparing and completing the Cover Sheet. By submitting and signing the Cover Sheet, the Applicant agrees that if a subgrant is awarded, it will operate the program as described in the proposal for funding in accordance with the Subgrant Terms and Assurances. The cover sheet must be signed by an individual authorized by the Applicant to sign legally-binding documents. Provide all information requested on the cover sheet.

B. Abstract -- Page limit: 1 page.

The Abstract must be concise yet full of information. Start by describing the organization that would be implementing the proposed work plan. This might include a brief history, the mission statement, and major accomplishments. In particular describe the Applicant's capacity, e.g., the qualifications of project staff, the variety of systems available to build and link new or existing services and to develop and maintain resources. Next, describe how members of the target population are or will be involved in the proposed work, e.g. membership on the advisory committee or board of directors. Describe other community partners, e.g. business, faith community, and schools. Highlight key proposed activities. Conclude with the impact this work will have on individuals, families, the community, and if applicable, the state.

C. Project Narrative

The focus of the proposal rests in the "project narrative" component. It is in this section the Applicant will lay out and describe their proposal for an Abstinence Education project. Project narrative's must include the following sub sections:

- **Assessment of Needs** -- Page limit: 2 pages. See Part II, page 14., for the specific details regarding Assessment of Needs .

- **Work Plan** -- Page limit: Not applicable, i.e. use the number of pages necessary to adequately show the proposed activities . Use required form/format (**ATTACHMENT 14**). The Work Plan must contain specific measurable objectives and list the activities for each objective.
- **Description of Activities** -- Page limit: 10 pages . See Part II., “Proposal Content” on page 14 and 15 of this document for specific details regarding Description of Activities for the selected delivery option.
- **Line Item Budget and Justification, including Program Income** -- Page limit: Not applicable, i.e. use the number of pages necessary to adequately detail the Line Item Budget and to describe the need for each budget item in the Budget Justification. Use required form/format for the Line Item Budget (**ATTACHMENT 11**) .

The totals on the Line Item Budget form must agree with the totals on the Cover Sheet, including both grant funds and matching resources. Applicant must attach a copy of their current indirect cost rate agreement if the budget includes a line for indirect costs. The Budget Justification must mirror all line items from the Line Item Budget, including both grant funds requested and matching resources. Any program income projections should be shown on line items budgeted with cash match. Clearly describe how estimated expenditures will support the goals identified in the Work Plan and explain how each amount was estimated. List other support requested or pending at the time of submitting the proposal. More detail for each the Line Item Budget and Budget Justification follow below:

Line Item Budget -- Allowable budget categories and line items as shown in the example found in **Attachment 4** are illustrative only and not prescriptive for the budget. A budget should contain detail sufficient to show the proposed expenses making up the budget category. This detail is identified by line items within the budget category. A “miscellaneous” line item is not allowed. Budget categories are useful for organizing and clarifying line items. The sum of the line items within a budget category may, although is not required to, be shown as a subtotal.

Example:

OFFICE EXPENSES	[BUDGET CATEGORY]
Supplies	[LINE ITEM]
Printing	[LINE ITEM]
Rent	[LINE ITEM]
Insurance	[LINE ITEM]
Utilities	[LINE ITEM]

Applicants receiving direct federal money (not passed through a state agency) may include as a line item “indirect costs,” provided that the agency has a negotiated rate with its federal cognizant agency. If “indirect costs” are used

as a budgeted line item, attach a copy of Applicant’s *most current* indirect cost rate agreement which supports the use of the “indirect costs” line item.

A possible contingency of an award of funding could include a modification of the budget submitted in the Application.

Applicants who propose to use Abstinence Education grant funds to contract with another entity must also submit in the proposal a line item budget for that subcontract.

An entry in the “**Cash Match**” column indicates a product/service is budgeted with cash match, i.e. non-federal funds, program income, agency funds, etc. Projected program income should be identified in the line item(s) of cash match to show where program income is expected to be re-invested in the program activities. An entry in the “**In-kind (Non-cash) Match**” column indicates a donated service or product is expected to be contributed to the program to which a value can be assessed. If in-kind (non-cash) match is budgeted, describe in the Budget Justification how a value will be assessed to the donated product or service.

Budget Justification – The justification does not require use of a particular format. As a counterpart of the Line Item Budget, it must contain the exact budget categories and line items used in the Line Item Budget. Describe how funds will be used to support goals identified in the Work Plan. The information must be provided in sufficient detail to support each line item of the budget for both grant funds and match resources. The explanation should include calculations of how each budget line amount was calculated. Explain the method used to allocate expenditures to more than one funding source.

Examples: Rent (\$3/sq. ft x 200 ft. x 12 mos)	\$7,200.00
Program materials (1,000 brochures x \$.15/ea.)	\$ 150.00
Mileage (300 mi. x 34.5¢/mi.)	\$ 103.50

Include brief descriptions of staff positions that are funded in whole or in part with Abstinence Education Grant funds, relating job responsibilities to the Work Plan, Management Plan, and the Line Item Budget, i.e. indicate the full-time equivalent (FTE) of personnel paid with Abstinence Education funds. Correlate the proposed grant activities with the essential functions of the staff position(s).

Identify both the type (cash or in-kind [non-cash]) and the source (non-federal funds, agency general funds, etc.) of matching resources. Records for tracking match must be kept in the same manner as records for claiming expenditures, although Applicants are not required to provide a full accounting of matching resources as part of the Application. However, any Abstinence Education Grant funds awarded will be subject to monitoring. Records for tracking match must be made available for review, if requested, or as part of NHHS site visits of Subgrantees.

If “indirect costs” are used as a budgeted line item, attach a copy of Applicant’s *most current* indirect cost rate agreement which supports the use of the “indirect costs” line item. Identify the base. Approved A-87 rates might have other bases than total cost.

- **Management Plan** -- Page limit: 3 pages The Management Plan describes the procedures for successfully managing the proposed activities from the Work Plan. Consider potential barriers and how those barriers will be addressed, if not addressed elsewhere, in the Management Plan, e.g. political influences and public opinion. Charts, tables and flow charts are particularly helpful in developing a Management Plan and to clearly communicate the Management Plan to reviewers. At a minimum, the Management Plan will include the following:

- 4 Organization chart; using the organizational chart, identify the roles, relationships, and routines needed to successfully manage the proposed Abstinence Education Grant-funded activities;
- 4 A clear statement of the responsibilities and qualifications of the person(s) who will be involved in the Abstinence Education Grant-funded efforts, as follows:
 - A. Finance operations
 - management/oversight
 - accounting/financial reporting
 - B. Program operations
 - management/oversight
 - implementation and reporting of the Work Plan activities
- 4 Identification of the key person(s) who will implement and monitor the grant-funded activities in both finance and program operations. Include a résumé or Curriculum Vita for the designated program/project director.
- 4 If the proposed activities require the hiring of staff or contract services, the Management Plan should address recruitment efforts to support start-up activities within the Work Plan timeline and to meet the minimum qualification requirements. Whether new or existing positions are planned for the grant-funded activities, the Management Plan should address basic considerations related to retention, e.g., comparable salary and benefits, or contract compensation, staff development, employment policy/procedures, etc.
- 4 For any collaborative activities for which the Applicant is relying on persons or agencies other than representatives of the Applicant

for the success of the proposed work, a Memorandum of Understanding must be developed which clearly delineates the commitment of the partners. Attach copies of Memorandum(s) of Understanding to the proposal. Note: The agreement with persons or agencies who receive payments must be formalized in a contract. Memorandum(s) of Understanding apply to non-paid collaborative partners.

- 4 Depending on the nature of the proposed activities, describe applicable requirements and how those requirements will be addressed to include: 1) adherence to the Federal Definition of Abstinence Education, 2) compliance with non-sectarian instruction, 3) method of referral to local health care providers, 4) protection of program integrity and, 5) a plan to achieve compliance with the four mandated National Standards for Culturally and Linguistically Appropriate Services in Health Care (CLAS) **(See Attachment 2)**
 - 4 Sustainability of activities is critical in identifying the best strategies to improve long-term outcomes. Plans for sustainability are also important with regard to the grant because this source of funding is not large enough to support all awarded projects in a long-term manner. As such, the proposal must describe activities that will maximize and coordinate existing resources and acquire additional resources in the future. The plan for sustainability should reflect an intended shift in the majority of funding from the grant to other resources, ideally local resources, over time.
- **Evaluation Plan** -- Page limit: 2 pages per project delivery option. See Part II. for the specific details regarding Evaluation Plan.

D. Subgrant Terms and Assurances, and Certifications

Page limit: not applicable. Use the required forms [ATTACHMENT 13]. The Subgrant Terms and Assurances including its Exhibits 1-A & B, 2, and 3 **must be included in the Application**. Submit the completed, signed Certifications.

Note: except for the certifications, the Terms and Assurances do not require signatures. Signatures are required only on the Cover Sheet and on the certifications. Because the official subgrant contractual documents consist of NHHS's Request for Application, the submitted Application, the Subgrant Terms and Assurances and its Exhibits 1-A&B, 2, and 3, certifications, and NHHS's letter of award, the Applicant should retain duplicate signed originals of these documents in its file. If warranted, submit a lobbying disclosure as an attachment to the proposal.

Note: The Certification Regarding Drug-Free Workplace Requirements includes, as an alternate, instructions and a form for grantees who are individuals. This Certification is for subcontracted individuals of a Subrecipient (Applicant

awarded funds), not for Applicants since individuals are not eligible to apply for these Abstinence Education Grant funds.

E. Letters of Support

Page limit: Not applicable, i.e. submit as appropriate • letters of support *may* be submitted, except for the required Letters of Support from the Tribal Council on whose reservation or federally-recognized land a non-profit Applicant proposes activities.

Attach Letters of Support from persons or organizations which demonstrate support of the proposed activities which is not otherwise or sufficiently represented in either the proposal or any attached Memorandum(s) of Understanding. Letters of Support are optional, and if attached, do not replace the requirement for Memorandum(s) of Understanding as described in the Management Plan section under sub heading “C”.

PART IV. SUBRECIPIENT REQUIREMENTS

A. Subgrant Terms and Assurances

Compliance with the Subgrant Terms and Assurances and its Exhibits 1-A&B, 2 and 3 [ATTACHMENT 13] are requirements for Applicants who receive notification of the acceptance of their proposal and accept federal funds. Subrecipients who propose to use Abstinence Education Grant funds to contract with another entity must obtain and maintain signed certifications from each subcontractor. The Certification Regarding Drug-Free Workplace Requirements includes, as an alternate, instructions and a form for grantees who are individuals. This Certification is for subcontracted individuals of a Subrecipient, not for Subrecipients since individuals are not eligible to apply for these MCH Grant funds.

B. National Standards for Culturally and Linguistically Appropriate Services in Health Care (CLAS)

See [SEE ATTACHMENT 2]. Subrecipients are to move towards compliance with the four mandated CLAS Standards. NHHS will provide technical assistance over the grant period to assist subrecipients meet this requirement. Compliance with the other standards is encouraged.

C. Subrecipient Meeting

A mandatory one-day meeting will be scheduled to be held during the grant year. At least one individual from each program must attend to represent a subrecipient. This meeting will provide subrecipients an opportunity for networking. In addition, subrecipients will receive training on project management, reporting, evaluation, and other topics to be determined. Expenses to attend this meeting may be planned for and included in the applicant's proposed budget. Applicants should budget for travel (mileage), meals, and lodging based on a meeting location in mid-Nebraska.

D. Reporting

The Quarterly Report for Abstinence Education Grant funds has two distinct, yet *interrelated* components:

- 1) the **Program Report** – This component must address all the specific objectives from the Work Plan.
- 2) the **Expenditure Report** (with sections for line item, program income, and supporting narrative) -- All expenditures in this component will support the broader goals, *although not all expenditures link to specific work plan objectives in the Program Report*. Disbursement of funds is made from the expenditure report. Recipients must use the form

located in Exhibit 1-B of the Terms and Assurances. (See **Attachment 13, Exhibit 1-B**)

Reporting is required in order for the state to meet the requirements set forth by the Federal funding agency. Recipients will follow the reporting time-table set forth in Exhibit 1-A in the Terms and Assurances (See **Attachment 13, Exhibit 1-A**). Timely reporting also serves the following purposes:

- Regular reporting assists in establishing a systematic framework for subrecipients to monitor and evaluate their program/project.
- Reports are reviewed by program staff to comply, in part, with subrecipient monitoring requirements that the state agency is charged with as the pass-through entity for federal block grant funds.
- Reporting is one source of ongoing communication which allows subrecipients to keep the Abstinence Education Program office informed. Technical assistance needs may be identified in the reporting process.
- Reporting is needed to accomplish reimbursement of subrecipients' expenses related to the Abstinence Education Grant-funded work.. Expense reports must be submitted on a quarterly basis.

E. Program Specific Data Tables.

As required by the Federal Funding agency, program specific data must be reported quarterly by each sub recipient. This allows the state agency to report back to the funding agency those demographics relating to Abstinence Education program exposure in the state. Sub recipients must use the forms provided (See **Attachment 15**) for encounters. Instructions for using the forms are included and recipients are required to track all program delivery "encounters" once the grant year begins. Large group presentations to both youth and adult audiences may be reported at the bottom of the form for "Total Encounters".

ATTACHMENTS

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Positive Youth Development

Youth programs that use youth development approaches to programming seek to achieve one or more of the following objectives⁴:

1. Promote bonding
2. Foster resilience
3. Promote social competence
4. Promote emotional competence
5. Promote cognitive competence
6. Promote behavioral competence
7. Promote moral competence
8. Foster self-determination
9. Foster spirituality
10. Foster self-efficacy
11. Foster clear and positive identity
12. Foster belief in the future
13. Provide recognition for positive behavior
14. Provide opportunities for pro-social involvement
15. Foster pro-social norms.

Positive Youth Development "is an approach that goes beyond traditional prevention, intervention, and treatment of dangerous behaviors and problems. Instead of distinguishing between "youth at risk" or "high-risk youth," positive youth development builds competence, involvement, and connections to the larger society for all young people."

Pittman and Cahill, 1992

Additional Information can be found on the HHSS Adolescent Health web site at:

<http://www.hhss.ne.gov/fah/PositiveYouthDevelopment/>

⁴ Catalano, R.F., Berglund, M.L., Ryan, J.A., Lonczak, H.S., Hawkind, J.D., (1998) Positive Youth Development in the United States: Research Findings on Evaluations of Positive Youth Development Programs, Social Development Research Group, University of Washington, School of Social Work, Seattle, Washington.

NATIONAL STANDARDS FOR CULTURALLY AND LINGUISTICALLY APPROPRIATE SERVICES IN HEALTH CARE (CLAS)

What are CLAS Standards?

The collective set of Culturally and Linguistically Appropriate Services mandates, guidelines, and recommendations issued by the U.S. HHS Office of Minority Health intended to inform, guide, and facilitate required and recommended practices related to culturally and linguistically appropriate health services.

What is cultural and linguistic competence?

Cultural and linguistic competence is “a set of congruent behaviors, attitudes, and policies that come together in a system, agency, or among professionals that enables effective work in a cross-cultural situation”.

“Competence implies having the capacity to function effectively as an individual and an organization within the context of the cultural beliefs, behaviors, and needs presented by consumers and their communities.”

Cross, T., et al, *Towards a Culturally Competent System of Care*, Volume 1, 1989.

Why are CLAS Standards needed?

The standards “respond to the need to ensure that all people entering the health care system receive **equitable and effective** treatment in a culturally and linguistically appropriate manner” and are proposed “as a means to **correct inequities** that currently exist in the provision of health services and to make these services more responsive to the individual needs of all patients/consumers.”

“They are especially designed to address the needs of racial, ethnic, and linguistic population groups that **experience unequal access** to health services” and “ultimately to contribute to the elimination of racial and ethnic health disparities and to improve the health of all Americans.”

How are the CLAS Standards applied?

There are 14 Standards. Four of the Standards (4,5,6, & 7) are mandates and are required to be adopted for all recipients of Federal Funds. These four standards are based on Title VI of the Civil Rights Act of 1964 (Title VI) with respect to services for limited English proficient (LEP) individuals. Additionally, nine of the Standards are guidelines that are activities that are recommended by the Office of Minority Health (OMH) for adoption as mandates by Federal, State, and national accrediting agencies. This distinction applies to Standards 1,2,3,8,9,10,11,12, & 13. Finally, Standard 14 is a recommendation that is suggested by OMH for voluntary adoption by health care organizations.

What is Title VI?

This refers to Title VI of the Civil Rights Act of 1964. Specifically, Title VI provides that no person in the U.S. shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Full text of the Act may be found in *Title VI of the Civil Rights Act of 1964*, as amended, 42 U.S.C. §2000d, *et seq.*

A manual providing an overview of the Act may be found at

http://www.usdoj.gov/crt/grants_statutes/legalman.html#Introduction

The courts have held that Title VI prohibits recipients of Federal financial assistance from denying LEP persons access to programs, on the bases of national origin. Any organization, or individual,, that receives

Federal financial assistance, either directly or indirectly, through a grant contract, or subcontract, is covered by Title VI. For more information on Title VI Language Assistance obligation, see:

<http://www.hhs.gov/ocr/lep/fact.html>

A. Which CLAS mandates are current Federal requirements for all recipients of Federal funds based on Title VI?

B. Standards 4 , 5, 6 & 7 are mandates. These standards are:

4. Health care organizations must offer and provide language assistance services, including bilingual staff and interpreter services, at no cost to each patient/consumer with limited English proficiency at all points of contact, in a timely manner during all hours of operation.
5. Health care organizations must provide to patients/consumers in their preferred language both verbal offers and written notices informing them of their right to receive language assistance services.
6. Health care organizations must assure the competence of language assistance provided to limited English proficient patients/consumers by interpreters and bilingual staff. Family and friends should not be used to provide interpretation services (except on request by the patient/consumer).
7. Health care organizations must make available easily understood patient-related materials and post signage in the languages of commonly encountered groups and/or groups represented in the service area.

As a recipient of Federal funds, what are some options to comply with the language access requirement?

For oral language assistance, options that can be used to comply with the language access requirement include: hiring bilingual staff for patient and client positions, hiring staff interpreters, contracting for interpreter services, engaging community volunteers, and contracting for telephone interpreter services. Translation of written documents depends on several factors, including the size of the population being served.

Which CLAS Standards are recommendations?

CLAS standards that are recommended by the Office of Minority Health (OMH) for adoption are Standards 1, 2, 3, 8, 9 , 10, 11, 12 & 13:

1. Health care organizations should ensure that patients/consumers receive from all staff members effective, understandable, and respectful care that is provided in a manner compatible with their cultural health beliefs and practices and preferred language.
2. Health care organizations should implement strategies to recruit, retain and promote at all levels of the organization a diverse staff and leadership that are representative of the demographic characteristics of the service area.
3. Health care organizations should ensure that staff at all levels, and across all disciplines receive ongoing education and training in culturally and linguistically appropriate service delivery.
8. Health care organizations should develop, implement, and promote a written strategic plan that outlines clear goals, policies, operational plans, and management accountability/oversight mechanisms to provide culturally and linguistically appropriate services.
9. Health care organizations should conduct initial and ongoing organizational self-assessments of CLAS-related activities and are encouraged to integrate cultural and linguistic competence-related measures into their internal audits, performance improvement programs, patient satisfaction assessments, and outcomes-based evaluations. Title VI Language Assistance Obligations.

10. Health care organizations should ensure that data on the individual patients/consumer's race, ethnicity, and spoken and written language are collected in health records, integrated into the organization's management information systems, and periodically updated.
11. Health care organizations should maintain a current demographic, cultural and epidemiological profile of the community as well as a needs assessment to accurately plan for and implement services that respond to the cultural and linguistic characteristics of the service area.
12. Health care organizations should develop participatory, collaborative partnerships with communities and utilize a variety of formal and informal mechanisms to facilitate community and patient/consumer involvement in designing and implementing CLAS – related activities.
13. Health care organizations should ensure that conflict and grievance resolution processes are culturally and linguistically sensitive and capable of identifying, preventing, and resolving cross – cultural conflicts or complaints by patients/consumer.

Which CLAS Standard is suggested by OMH for voluntary adoption by health care organizations?

Standards 14 is suggested as a voluntary step:

14. Health care organizations are encouraged to regularly make available to the public information about their progress and successful innovations in implementing the CLAS standards and to provide public notice in their communities about the availability of this information.

Where can I find more information about CLAS Standards?

The following website provides the Federal Registry announcement of CLAS Standards.

<http://www.omhrc.gov/clas/frclas2.htm>

The Office for Civil Rights (OCR) has a website that provides information on Title VI Language Assistance Obligations, compliance with the language access requirement, examples of prohibited practice, and compliance and enforcement.

<http://www.hhs.gov/ocr/lep/fact.html>

Nebraska is in HHS Region VII, with its headquarters in Kansas City, MO. The Regional Office of Civil Rights Manager can be reached at 816-426-7278, fax 816-426-3686, and TDD 816-426-7065.

Abstinence Advisory⁵

No funds provided through any federally-funded abstinence programs may be expended for sectarian instruction, worship, prayer, or proselytization. If a religious organization offers such activities, they must be voluntary for the individuals receiving such services and offered separately from federally-funded program. A federally-funded abstinence program cannot discriminate in providing abstinence education to an individual on the basis of religion, a religious belief, or a refusal to hold a religious belief. All curricula and educational materials for use in the federally-funded abstinence programs must not violate these restrictions on sectarian activities. Further guidance is provided in the attached Questions and Answers.

⁵ 1998, U.S. Department of Health and Human Services, Health Resources and Services Administration, Maternal and Child Health Bureau.

Abstinence Advisory**C. Questions and Answers**

- (1) Question: A federally-funded abstinence program is invited to present a program to adolescents attending a church-affiliated summer camp or school. Does this present a problem?

Answer: No. Federally-funded programs should handle requests for abstinence education presentations in an evenhanded fashion, which neither discriminates against, nor favors, religion, a particular religious doctrine or affiliation, or non-religion (secular). Program education should be offered in a religiously neutral fashion, and decisions about where to offer classes should be made on program relevant criteria such as efficiency, need, public requests, or geographic balance rather than on any religion-related criteria.

- (2) Question: A religiously-affiliated grantee presents an abstinence class in an organization, like a shelter, which provides a variety of services for teens. Every day at a certain time, a message is announced over the loudspeaker that a worship service is being held in the chapel for anyone who cares to attend. Attendance is voluntary, both for abstinence students and others at the shelter. Neither the cost of the room nor the salary of the leader of the service is paid for with federal abstinence funds. Does this present a problem?

Answer: No, it does not present a problem since attendance is voluntary and neither the cost of the room nor the salary of the service leader is paid for with federal abstinence funds.

- (3) Question: An organization which provides federally-funded abstinence education also operates a residential care or prevention program which provides shelter and a variety of services for teens. The organization which sponsors the funded abstinence class makes religious counselors available for the abstinence students and others at the shelter. The counselors are not paid for with federal abstinence funds. They do not see abstinence students unless the students specifically request spiritual counseling. Does this present any problem?

Answer: No, as long as the counseling is requested voluntarily by the student, the counseling is not paid for with federal abstinence funds, and the counseling is performed at some time or place other than at the same time and location as the federally-funded abstinence education.

- (4) Question: An federally-funded abstinence program is provided in a facility which houses a library with many types of books, including some of a specific religious nature, such as Bibles and prayer books. These books were not purchased with federal abstinence funds. Does this present any problem?

Answer: No. It would be a problem only if the instructors during the abstinence education class urged students to read the materials.

- (5) Question: May a federally-funded abstinence program refer students to religiously affiliated service providers?

Answer: Yes. Referrals to other providers in the Section 510 Abstinence Education Program should be made in response to participant requests and not at the suggestion of the Section 510 or Community Based Abstinence Education (CBAE) program provider. If a program participant requests such referral information and the religiously affiliated provider is the best referral for the student, the fact that the provider happens to be religiously affiliated should be no bar to the referral. However, all referrals for services must be provided in a religiously neutral manner. Thus, a federally-funded abstinence program should not steer its students toward or away from religiously affiliated referral agencies. When making any type of referral, the federally-funded abstinence program should consider only the professional qualifications, availability, accessibility, and the conduct of the referral agency.

- (6) Question: A grantee is located in a geographic region in which the population is predominately one particular religious denomination. Federally-funded abstinence education is available to anyone, regardless of religious denomination. However, due to the nature of the area, most of the students are of a single denomination. Does the fact that most students are of one denomination present a problem?

Answer: Federally-funded abstinence education grantees may be affiliated with a particular religious denomination. However, the abstinence education must be accessible to the public generally, regardless of the student's religious denomination. Grantees must assure that information about their abstinence education program is broadly disseminated throughout the community, including through public media, such as radio or television, and advertisements in public facilities or areas. Additionally, the program is prohibited from selecting students based on their religious affiliation. No problem is presented, however, where most of the students are of a single denomination due to the fact that the grantee is located in a geographic region in which the population is predominantly that denomination or for reasons unrelated to the grantee's selecting of students based on their religious affiliation (e.g., coincidences, accessibility of the program to a particular population group, comfort level of particular student population group with the educational program).

- (7) Question: In teaching an adolescent, in what context, if any, may a federally-funded abstinence teacher help the student explore the connection between her religious views, if any, and the issue at hand (i.e., sexual abstinence-until-marriage)?

Answer: During an abstinence class, an adolescent's religious beliefs may arise in two contexts:

(A) when the adolescent raises the issue of her/his religious beliefs or

(B) when the teacher believes that it is important for the adolescent to consider a variety of factors (including parental and peer values and moral beliefs) in order to make his/her own decisions responsibly.

In both of these contexts, the key principle is that the federally-funded abstinence program must be neutral as to religion. That is, the instruction may not disparage or discourage religion in any way, nor may the instruction engage in any inherently religious activities such as sectarian instruction, worship, prayer, proselytization. Thus, in the first situation, the teacher should acknowledge the importance of the role religious beliefs play in an individual's life, but must refer the student to other sources of counsel outside the classroom (parents, religious leaders, etc.) to explore the substance of the relevant religious beliefs. If the adolescent wishes specific guidance relating to her/his religious beliefs, she/he should be told to discuss the matter with her/his parents or the religious counselor of her/his choice outside of the classroom.

In the second situation, it is important for the teacher to encourage a student to make decisions with reference to the student's own views on appropriate and moral conduct, whether those spring from religious or non-religious beliefs. If, as a result of that discussion, a student requests guidance on religious issues, she/he should be told to discuss the matter with her/his parents or the religious leader of her/his choice outside of the classroom. Under no circumstances may a teacher express a judgment with regard to a student's religious or non-religious beliefs, or seek to change the religious or non-religious beliefs of a student, or in any way favor religious over non-religious beliefs or vice versa in the context of helping a student explore her/his own moral views. The teacher may wish to explain that the abstinence education class is a government-sponsored class and, therefore, religious counseling or teaching, while very important to many people, is beyond the scope of the program.

In the classroom, a teacher may note that religious beliefs regarding sexual behavior may play an important role in affecting an individual's views and may permit discussion on this point as long as the teacher does not convey a position. The teacher should suggest that participants consult with their parents or religious leaders for a follow-up discussion on this matter.

LINE ITEM BUDGET

Line Items	Block Grant Funds	Matching Funds		TOTAL
		Cash	In-Kind	
(Sample Categories Listed Below)				
I. Personnel (Indicate % of FTE)				
Project Coordinator_____ %FTE				
Secretary_____ %FTE				
II. Benefits				
Insurance				
FICA				
III. Travel				
Mileage				
Meals & Lodging				
IV. Office Expense				
Office Supplies (Consumable)				
Printing				
Rent (____ Sq. Ft. @ \$ ____/Sq.Ft.)				
V. Communications				
Postage				
Telephone				
VI. Indirect Cost (Include Rate Agreement)				
TOTALS				

EXAMPLE

Project Name_____

Project Funding Period_____

Match Information

1. The following information pertains to the sub grantees' supporting records for in-kind contributions from third parties.
 - (a) Volunteer services shall be documented and, to the extent feasible, supported by the same methods used by the subgrantee for its own employees, including time records.
 - (b) The basis for determining the valuation for personal service, material, equipment, buildings, and land shall be documented.
2. To be accepted, all matching contributions, including cash and third party in-kind, shall meet all of the following criteria:
 - (a) Are verifiable from the subgrantee's records;
 - (b) Are not included as contributions for any other federally-assisted project or program;
 - (c) Are necessary and reasonable for proper and efficient accomplishment or project or program objectives;
 - (d) Are allowable under the applicable cost principles;
 - (e) Are not paid by the Federal Government under another award, except where authorized by Federal statute to be used for matching;
 - (f) Are provided for in the approved budget.
3. Unrecovered indirect costs may be included as part of matching.
4. Values for recipient contributions of services and property shall be established in accordance with the applicable cost principles.
5. Volunteer services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be counted as matching if service is an integral and necessary part of an approved project or program. Rates for volunteer services shall be consistent with those paid for similar work in the sub grantee's organization. In those instances in which the required skills are not found in the sub grantee's organization, rates shall be consistent with those paid for similar work in the labor market in which the sub grantee competes for the kind of services involved. In either case, paid fringe benefits that are reasonable, allowable, and allocable may be included in the valuation.
6. When an employer other than the subgrantee furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (plus an amount of fringe benefits that are reasonable, allowable, and allocable, but exclusive of overhead costs), provided these services are in the same skill for which the employee is normally paid.
7. Donated supplies may include such items as expendable property, office supplies, laboratory supplies or workshop and classroom supplies. Value assessed to donated supplies included in the matching share shall be reasonable and shall not exceed the fair market value of the property at the time of the donation.

Nebraska Abstinence Education Program
Approved Curricula and Materials

The following curricula and materials have been identified as acceptable for use under Nebraska Abstinence Program funding:

D. Curricula

- F.A.C.T.S,
- W.A.I.T. Training
- Choosing The Best
- Unmasking Sexual Con Games

E. Supportive Resources

- Medical Institute for Sexual Health (MISH) brochures, videos and PSAs
- Motivational Productions, youth assemblies

F. Character Education

- Character Counts
- Motivational Productions (Heart of a Champion)

G. Mentoring

- Stars Program – Friends First, Colorado
- Talks My Mother/Father Never Had
- Best Friends/Best Men

APPLICATION REQUIREMENTS CHECKLIST

Applicants should carefully review this Checklist to assure that **all requirements have been met**. This form is for Applicant use; it does not need to be included in the Proposal.

Critical Elements	✓
Cover Sheet – Use the required form. This must be signed by an official of the Applicant with authority to legally bind Applicant to the Terms and Assurances of this subgrant of federal financial assistance. Submit only once for multiple project delivery options.	
Abstract – Describe the organization, e.g. history, mission, and capacity for implementing the activities described in the Work Plan, as well as a descriptive overview of the proposed activities. Reflect multiple project delivery options in a single abstract.	
Assessment of Needs – This element explains why the proposed activities in the Work Plan are important. This section concludes with a minimum of two priority needs listed relative to the proposed project. Repeat for multiple project delivery options.	
Work Plan -- Use the format specified in the Request for Proposals to demonstrate an overview of the proposed activities, when the activities will occur, and who will be responsible to meet the objectives and goals. Work Plan must reflect the proposed project's specific goals and measurable objectives. Repeat for multiple project delivery options.	
Description of Activities – This element enhances the Work Plan by providing narrative details about the proposed activities. Repeat for multiple project delivery options.	
Line Item Budget and Justification, including Program Income – Provide separate budgets for multiple project delivery options. The totals on the Line Item Budget form must agree with the totals on the Cover Sheet, including both grant funds and matching resources. Attach a copy of the <u>current indirect cost rate agreement (required) if budget includes a line for indirect costs</u> . The Budget Justification must mirror all line items from the Line Item Budget, including both grant funds requested and matching resources. Clearly describe the need for each budget item, showing calculations how amounts were determined. Reflect any program income projections in the justification for line items budgeted with cash match.	
Management Plan – Submit a single Management Plan for multiple project delivery options and reference any features applicable to a <u>specific</u> project delivery option.	
Evaluation Plan -- the extent of the evaluation design is relative to the size of the budget.	
Subgrant Terms and Assurances; Certifications – if awarded, subrecipients must fully comply with the Subgrant Terms and Assurances. Understand all requirements before signing the Cover Sheet. The four certifications must be signed by an authorized official of the Applicant. Attach lobbying disclosure if warranted. Submit only once if applying under more than one project delivery option	

Review Criteria

Maximum points for each category:

Need for the Proposed Work (maximum 20 points) – Considerations: Applicant has conducted a population-based assessment using primary and secondary data, and correctly analyzed the findings to identify the needs of the target population. An evaluation of existing projects/services must be incorporated into the assessment of needs for the proposed work. If developing infrastructure, applicant has assessed ability to carry out the proposed capacity-building activities and has appropriately prioritized areas for enhancements.

Quality of Project Design (maximum 25 points) – Considerations: Based on effective planning, Applicant has addressed at least one of Nebraska's priority needs for Abstinence Education in an ambitious but realistic work plan with measurable objectives and activities to accomplish objectives, all which relate to addressing the needs identified from a population-based assessment. The Work Plan has identified which of the state's five principles for positive youth development are incorporated and describes the correlation between the selected principles and planned activities.

Budget and Budget Justification (maximum 20 points) – Considerations: The budget must support the Work Plan and related activities described in the proposal. The budget justification must clearly describe the amounts budgeted with Abstinence Education Grant funds and matching resources, how funds will be used to support goals, and demonstrate cost-efficiency.

Adequacy of Resources (maximum 15 points) -- Considerations: Capacity will be determined by the information provided in the Management Plan and past performance of an Applicant in any current and/or prior grants, contracts, cooperative agreements, or subcontracts with NHHSS. The Applicant must demonstrate the capacity to complete the Work Plan, submit timely and accurate reporting, and generally manage the operations supported with Abstinence Education Grant funds.

Sustainability (maximum 10 points) – Considerations: Applicant's potential for sustainability is critical because this source of funding is not large enough to support all awarded projects in a long-term manner. Proposals must illustrate how the Applicant will maximize and coordinate existing resources, plus acquire additional resources to decrease reliance on Abstinence Education Grant funds over the funding period.

Evaluation (maximum 10 points) – Considerations: The proposal identifies relevant and measurable evaluation questions and methods, describes the methods/strategies that will be used, and describes how the results of the evaluation will be used, disseminated, and communicated.

Review Summary

Applicant: _____

REVIEW CRITERIA	POINTS	AVERAGE
A. Need for Proposed Work – Comments	20 points Excellent = 18 - 20 V Good = 14 - 17 Good = 10 - 13 Fair = 5 - 9 Poor = <5	
B. Quality of Project Design – Comments	25 points Excellent = 21 - 25 V Good = 15 - 20 Good = 10 - 14 Fair = 5 - 9 Poor = <5	
C. Budget and Budget Justification – Comments	20 points Excellent = 18 - 20 V Good = 14 - 17 Good = 10 - 13 Fair = 5 - 9 Poor = <5	
D. Adequacy of Resources – Comments	15 points Excellent = 14 - 15 V Good = 11 - 13 Good = 8 - 10 Fair = 5 - 7 Poor = <5	
E. Sustainability – Comments	10 points Excellent = 9 - 10 V Good = 7 - 8 Good = 5 - 6 Fair = 3 - 4 Poor = <3	
G. Evaluation – Comments	10 points Excellent = 9 - 10 V Good = 7 - 8 Good = 5 - 6 Fair = 3 - 4 Poor = <3	
TOTAL POINTS	100 Points	

Funding Amount Requested: \$_____ Funding Amount Recommended:\$_____

Recommendation: ☐ Approve ☐ Disapprove ☐ Approve with contingencies, *as follows:*

NEBRASKA ABSTINENCE EDUCATION – FY 2003

GOAL: # 1. Decrease the disparity of Abstinence Education programs available to minority populations in Nebraska.
Priority Need(s) Supported: A, B, C, D.

Objective	Activities FY2003	Resources People Other	Timeline Year <u>One</u>											
			----- Q1 -----			----- Q2 -----			----- Q3 -----			----- Q4 -----		
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1.1 By September 30, 2007 issue and sustain 10 abstinence program sub grant contracts to RFP applicants identified as eligible to apply.	1.1.1 Conduct/facilitate and/or implement program and/or RFP awareness activities in 3 communities statewide.	Program Director	X					X				X		
	1.1.2 Develop and issue RFP for communities and/or organizations.	Program Director										X		
	1.1.3 Select RFP reviewers, review applications, issue sub awards	Program Director, review committee										X	→	
	1.1.4 Provide ongoing grantee mentoring through monthly conference calls.	Program Director, Norfolk Coalition, NCAE												X

WORK PLAN EXAMPLE

Attachment # 11

Project Name _____	Project Funding Period _____
--------------------	------------------------------

COVER SHEET
Nebraska Health and Human Services System
Department of Regulation and Licensure
Abstinence Education Grant Program – FY 2006 – 2007

Title of Proposal _____

Applicant Organization _____

Federal Tax Identification Number _____

Address _____ **City/Zip** _____

Phone Number _____ **Fax** _____

By Submitting and signing this application, the Applicant agrees that if a subgrant is awarded, it will operate the program as described in the Subgrant Application for funding in accordance with the Subgrant Terms and Assurance.

Name of Authorized Official (Please Print) _____

Signature of Authorized Official _____

Title _____

Project Director or Contact Person:

Financial Officer:

Name _____

Name _____

Title: _____

Title _____

Address: _____

Address: _____

Phone _____ **Fax** _____

Phone _____ **Fax** _____

Email _____

Email _____

Funding Information FY 2006-2007	
Grant funds requested	
Matching Resources (Cash)	
Matching Resources (In-Kind)	
Total project budget	

Contents of this Attachment

SUBGRANT TERMS AND ASSURANCES:

Exhibit 1-A: Subrecipient Reporting Requirements

Exhibit 1-B: Expenditure Reporting Form

Exhibit 2: Program Specific Requirements

Exhibit 3: NDHHS Administrative & Audit Guidance for Subgrants

Certifications (*signatures required*):

- Nebraska Health and Human Services Audit Requirement Certification *
- Certification Regarding Lobbying *
- Certification Regarding Environmental Tobacco Smoke *
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion *
- Certification Regarding Drug-Free Workplace Requirements *

* **Signature required**

SUBGRANT TERMS AND ASSURANCES

Nebraska Health and Human Services System (NHHSS)

Three agencies comprise NHHSS. The Department of Health and Human Services • Department of Health and Human Services Regulation and Licensure • Department of Health and Human Services Finance and Support are referred collectively as the **Nebraska Health and Human Services System**.

This is a subgrant of federal financial assistance. By accepting this subgrant, the Subrecipient agrees to comply with the terms and conditions described herein.

- A. Programs. Subrecipient must operate the program(s) in compliance with the documents governing the award. The following documents and any revisions made during the program period govern the Subgrant and are hereby incorporated by this reference as though fully set forth herein.
- 1) Nebraska Health & Human Services System (NHHSS) Request for Application;
 - 2) Subrecipient Project(s) Application;
 - 3) Subrecipient Reporting Requirements (Exhibit 1- A&B);
 - 4) Program Specific Requirements (Exhibit 2);
 - 5) NHHSS Administrative and Audit Guidance for Subgrants (Exhibit 3) and the attached certifications; and
 - 6) NHHSS' letter of award which includes the award period, amount of funds awarded, and any contingencies to the Subgrant award.
- B. Reports. Subrecipient must submit data, program, and financial reports according to the reporting requirements (Exhibit 1). Extensions for the submission of reports and reimbursement **must be submitted in writing** to NHHSS for approval to prevent withholding of payment.
- C. Administrative Requirements. Subrecipient must perform Subgrant activities, expend funds, and report financial and program activities in accordance with Federal grants administration regulations, U.S. Office of Management and Budget Circulars governing cost principles and audits (Exhibit 3), and comply with, complete, and return the certifications attached hereto.
- D. Program Specific Requirements. Subgrant activities must comply with any program specific requirements included in NHHSS' Request for Application and Exhibit 2.
- E. Nondiscrimination. The Subrecipient acknowledges that the Subgrant activities must be operated in compliance with civil rights laws and any implementing regulations, and makes the following assurances.

The Subrecipient warrants and assures that it complies as applicable to it with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, to the effect that no person shall, on the grounds of race, color, national origin, sex, age, handicap or disability, be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination under any program or activity for which the Subrecipient receives federal financial assistance.

The Subrecipient and any of its subcontractors shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Subgrant with respect to hire, tenure, terms, conditions or privileges of employment because of the race, color, religion, sex, disability or national origin of the employee or applicant.

F. Reimbursement. Subrecipient must submit claims for reimbursement for actual, allowable, allocable and reasonable expenditures in accordance with the approved budget. NHHSS will make reimbursement, subject to the following conditions:

- 1) Subrecipient's submission of reports according to the reporting requirements described in Exhibit 1-A.
- 2) Availability of governmental funds to support this project. In the event funds cease to be available, this Subgrant shall be terminated, or the activities shall be suspended until such funds become available, in the sole discretion of NHHSS.
- 3) Pursuant to the Nebraska Prompt Payment Act.
- 4) Suspension or termination for cause or convenience as described in the federal grants administration regulations applicable to the Subrecipient.
- 5) Cash advances may be requested in writing with justification of anticipated expenses.

G. Budget Changes. The Subrecipient is permitted to reassign funds from one line item to another line item within the approved budget. Prior approval by NHHSS is not required **provided** the cumulative transfers do not exceed ten percent of the total approved budget, are for an allowable cost allocable to the Subgrant, do not add or eliminate a line item and do not result in programmatic changes.

Prior approval is **required** for cumulative budget transfers exceeding ten percent of the current total approved budget. Requests for transfers shall be addressed in writing to NHHSS. NHHSS shall approve or disapprove the request in writing within 30 days of its receipt.

H. Programmatic changes. The Subrecipient shall request in writing NHHSS approval for programmatic changes. NHHSS shall send a written determination regarding the request to the Subrecipient within 30 days of its receipt.

I. Technical Assistance. NHHSS will provide training and materials, procedures, assistance with quality assurance procedures, and site visits by representatives of NHHSS and the federal granting agency in order to review program accomplishments, evaluate management control systems and other technical assistance as needed or requested.

J. Subrecipient Procurement. Subrecipient shall be the responsible authority regarding the settlement and satisfaction of all contractual and administrative issues, without recourse to NHHSS, arising out of procurement entered into by it in connection with the subgrant. Such issues include, but are not limited to, disputes, claims, protests of award, source evaluation and other matters of a contractual nature.

K. Subgrant Close-out. Upon the expiration or notice of termination of this Subgrant, the following procedures shall apply for close-out of the subgrant:

- 1) Upon request from Subrecipient, any allowable reimbursable cost not covered by previous payments shall be paid by NHHSS
- 2) Subrecipient shall make no further disbursement of funds paid to Subrecipient, except to meet expenses incurred on or prior to the termination or expiration date, and shall cancel as many outstanding obligations as possible. NHHSS shall give full credit to Subrecipient for the federal share of non-cancelable obligations properly incurred by Subrecipient prior to termination.
- 3) Subrecipient shall immediately return to NHHSS any unobligated balance of cash advanced or shall manage such balance in accordance with NHHSS instructions.

- 4) Within a maximum of 90 days following the date of expiration or termination, Subrecipient shall submit all financial, performance, and related reports required by the terms of the Agreement to NHHSS. NHHSS reserves the right to extend the due date for any report and may waive, in writing, any report it considers to be unnecessary.
- 5) NHHSS shall make any necessary adjustments upward or downward in the federal share of costs.
- 6) The Subrecipient shall assist and cooperate in the orderly transition and transfer of subgrant activities and operations with the objective of preventing disruption of services.
- 7) Close-out of this Subgrant shall not affect the retention period for, or state or federal rights of access to, Subrecipient records. Nor shall close-out of this Subgrant affect the Subrecipient's responsibilities regarding property or with respect to any program income for which Subrecipient is still accountable under this Subgrant. If no final audit is conducted prior to close-out, NHHSS reserves the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted at a later time.

L. Documents Incorporated by Reference. All laws, rules, regulations, guidelines, directives and documents, attachments, appendices, and exhibits referred to in these terms and assurances shall be deemed incorporated by this reference and made a part of this Subgrant as though fully set forth herein.

M. Independent Contractor. The Subrecipient is an independent contractor and neither it nor any of its employees shall be deemed employees of NHHSS for any purpose. The Subrecipient shall employ and direct such personnel as it requires to perform its obligations under this Subgrant, shall exercise full authority over its personnel, and shall comply with all worker's compensation, employer's liability, and other federal, state, county, and municipal laws, ordinances, rules, and regulations required of an employer providing services as contemplated by this Subgrant.

N. Release and Indemnity. The Subrecipient shall assume all risk of loss and hold NHHSS, its employees, agents, assignees and legal representatives harmless from all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments and all expenses incident thereto, for injuries to persons and for loss of, damage to, or destruction of property arising out of or in connection with this Subgrant, and proximately caused by the negligent or intentional acts or omissions of the Subrecipient, its officers, employees or agents; for any losses caused by failure by the Subrecipient to comply with terms and conditions of the Subgrant; and, for any losses caused by other parties which have entered into agreements with the Subrecipient.

O. Drug-Free Work-Place Policy. The Subrecipient assures NHHSS that it has established and does maintain a drug-free work-place policy.

P. Acknowledgment of Support. Publications by the Subrecipient, including news releases and articles, shall acknowledge the financial support of NHHSS the federal granting agency by including a statement therein that, **"This project is supported in part by federal Abstinence Education Grant funds awarded to the (Subrecipient) by the Nebraska Health and Human Services System."**

Q. Copyright. The Subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. The federal awarding agency and NHHSS reserve a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal and State purposes, and to authorize others to do so.

R. Notices. All notices given under the terms of this Subgrant shall be sent by United States mail, postage prepaid, addressed to the respective party at the address set forth on the signature page hereof, or to such other addresses as the parties shall designate in writing from time to time.

S. Authorized Official. The person executing the Application Cover Sheet is an official of the Subrecipient who has the authority to bind the Subrecipient to the terms and assurances of this Subgrant of federal financial assistance.

T. Public Counsel. In the event the Subrecipient provides health and human services to individuals on behalf of NHHSS under the terms of this Subgrant, Subrecipient shall submit to the jurisdiction of the Public Counsel under Neb. Rev. Stat. §§81-8,240 to 81-8,254 with respect to the provision of services under this subgrant. This clause shall not apply to grants or contracts between NHHSS and long-term care facilities subject to the jurisdiction of the state long-term care ombudsman pursuant to the Long-Term Care Ombudsman Act.

Exhibit 1-A

**Nebraska Health and Human Services System
Department of Regulation and Licensure
Abstinence Education Grant Program**

Subrecipient Reporting Requirements for October 1, 2006 – September 30, 2007.

Report	Date Due	DATE SUBMITTED	Period Covered
1st Quarter Work Plan Report 1 st Quarter Expenditure Report 1 st Quarter Data Tables	January 15, 2007		<u>1st Quarter</u> October 1 – December 31 2006
2 nd Quarter Work Plan Report 2 nd Quarter Expenditure Report 2 nd Quarter Data Tables	April 15, 2007		<u>2nd Quarter</u> January 1 – March 31 2007
3 rd Quarter Work Plan Report 3 rd Quarter Expenditure Report 3 rd Quarter Data Tables	July 15, 2007		<u>3rd Quarter</u> April 1 – June 30 2007
4 th Quarter/Final Work Plan Report 4 th Quarter/Final Expenditure Report 4 th Quarter Data Tables	November 1, 2007		<u>4th Quarter</u> July 1 – September 30 2007

Expenditure reports must be submitted using the Expense Report Form found in Exhibit 1-B.

CITY & ZIP: _____

PROMPT PROCESSING OF REIMBURSEMENTS. UNSIGNED FORMS OR INSUFFICIENTLY SIGNED FORMS WILL RESULT IN A PAYMENT DELAY.

[illegible]

EXHIBIT 2

Program Specific Requirements

- I. Compliance for the Abstinence Education Grant Program
- A. *The Subrecipient agrees that it will comply with the federal laws governing Section 510 of the Social Security Act providing for the Abstinence Education Grant Program and specifically the Code of Federal Regulations, 45 CFR Part 92 and 45 CFR Part 96.*
- B. The Subrecipient agrees that it will comply with requirements set forth in the Request for Proposals for:
- Adherence to the Federal Definition of Abstinence Education
 - Adherence to program integrity requirements
 - Program progress and expenditure reporting requirements
 - Data reporting requirements
 - Non-Sectarian instruction requirements
 - Integration of CLAS Standards
 - State selected curriculum requirements
 - Positive Youth Development requirements
- C. The Subrecipient acknowledges that it may not use amounts paid to it for:
1. inpatient services, other than inpatient services provided to children with special health care needs or to high-risk pregnant women and infants and such other inpatient services as the Secretary may approve;
 2. cash payments to intended recipients of health services;
 3. the purchase or improvement of land, the purchase, construction, or permanent improvement (other than minor remodeling) of any building or other facility, or the purchase of major medical equipment;
 4. satisfying any requirement for the expenditure of non-Federal funds as a condition for the receipt of Federal funds;
 5. providing funds for research or training to any entity other than a public or nonprofit private entity; or
 6. payment for any item or service (other than an emergency item or service) furnished
 - a. by an individual or entity during the period when such individual or entity is excluded from providing service under the Maternal and Child Health Act or Title XVIII (Medicare), Title XIX (Medicaid) or Title XX (Services for Families, Children, Aged or Disabled) of the Social Security Act pursuant to section 42 U.S.C. 1320a-7, 42 U.S.C. 1320a-7a, 42 U.S.C. 1320c-5, or 42 U.S.C. 1395u(j)(2) of the Social Security Act; or
 - b. at the medical direction or on the prescription of a physician during the period when the physician is excluded from providing services in the Maternal and Child Health program or Title XVIII (Medicare), Title XIX (Medicaid) or Title XX (Services for Families, Children, Aged and Disabled) of the Social Security Act pursuant to 42 U.S.C. Section 1320a-7, 42 U.S.C. Section 1320a-7a, 42 U.S.C. Section 1320-5, or 42 U.S.C. 1395u(j)(2) of the Social Security Act and when the person furnishing such item or service knew or had reason to know of the exclusion (after a reasonable time period after reasonable notice has been furnished to the person).
- D. The subrecipient assures that it is a public or nonprofit (as described in Internal Revenue Code 501(c)(3)) entity, and will provide proof of its nonprofit status upon request of NHHSS.

II. Cash Advance

- A. Consideration of Request. In any fiscal year, a one-time advance up to 20% of the fiscal year budget will be considered based on the following criteria and circumstances:
1. Subrecipient must determine that other funds are not available to pay for the startup costs of the activities for the 1st Quarter of a fiscal year. If other funds are not available, the written request must include a declaration that Subrecipient will suffer serious cash flow problems without a cash advance. The declaration and any supporting evidence or rationale shall accompany the request.
 2. Subrecipient submits a written request using the designated form found in **Attachment 16** of the Request for Proposals.
 3. Past performance of Subrecipient in any current and/or prior grants, contracts, cooperative agreements, or subcontracts with NHHSS, with particular consideration to timely reporting or other evidence of deliverables.
- B. Quarterly Deductions. A cash advance will be accounted for through deductions from the reimbursement of actual expenditures. A Subrecipient receiving a cash advance will have its reimbursement request reduced by one-fourth of the advance each of the four quarterly reporting periods. To encourage timely reporting and subsequently the deduction from the reimbursement request, a Subrecipient receiving a cash advance will be assessed a penalty of \$25.00 for each day the quarterly report is past the reporting due date (**Exhibit 1-A**). When the final expenditure report is submitted, if more cash has been paid to the Subrecipient than the total amount of expenditures, the overage must be immediately refunded to NHHSS.

III. Reimbursement

- A. Reduction in Funding. In the event NHHSS experiences funding shortages, the dollar amounts specified in the award may be reduced accordingly, and the Subrecipient may be required to reduce project activities.
- B. Reservation of Right. NHHSS reserves the right to the following provisions:
1. To reallocate funds among local agencies as needed to insure service to individuals at highest levels of priority.
 2. To either terminate or curtail all or part of the activities of the Subrecipient in order to best utilize available funding in the event that all or part of the federal or state funds are terminated, suspended, not released, or otherwise are not forthcoming.
 3. To suspend the Subrecipient's authority to obligate funds provided by NHHSS pursuant to this Subgrant pending corrective action by this Subrecipient or a decision to terminate this Subgrant.
 4. To terminate immediately this Subgrant, in whole or in part, when federal funding is terminated, suspended, not released or otherwise forthcoming.

IV. Program Income

- A. Program income will not be carried over between fiscal years, *i.e.* no program income may remain unused after September 30 in any fiscal year. The beginning balance of program income each fiscal year must be zero. As program income is earned, it shall be utilized to enhance the program, resulting in a zero balance on the final expenditure report. If the final expenditure report reflects a program income balance, reimbursement for 4th
- B. Quarter expenses will be reduced by the amount of the balance. In the event that the approved reimbursement of 4th Quarter expenses is less than the program income balance, a refund must be submitted by the Subrecipient to NHHSS.

V. Match

- A. Subrecipients of Nebraska Abstinence Education grant funds are required to provide matching resources in the amount of 20% of the award. (Example: \$4,000 match required for a \$20,000 award). This community-based support is essential to help Nebraska meet the State's match requirement of three dollars for every four dollars of federal Abstinence Grant funds. Applicants must document in the proposal their capacity to provide matching funds, indicating both the type and source of match. The two types of matching resources are: 1) cash, and 2) in-kind (non-cash). See additional information regarding match requirements (**ATTACHMENT 5**).

Exhibit 3

Nebraska Health and Human Services System
Administrative and Audit Guidance

To recipients of state funds and subrecipients of federal funds: *An **independent certified public accountant (CPA)** licensed to practice in the state of Nebraska must prepare and issue **all types of reports**, i.e. review, audit or A-133 reports. **Audit or A-133 reports** for governmental organizations and not-for-profit organizations who receive federal payments are to be **prepared in accordance with Government Auditing Standards** as promulgated by the Comptroller General of the United States.*

Types of Organizations	Federal Authority	Cost Principles	YEAR-END FINANCIAL REPORTING
			Type of Report by Payment Threshold
Not-for-profit organizations	45 CFR Part 74	A-122	<ul style="list-style-type: none"> ▪ If state and federal payments from NHHSS are <i>less than \$75,000</i>, a <u>review report</u> is needed. ▪ If state and federal payments from NHHSS are <i>\$75,000 or greater</i>, an <u>audit report</u> is needed. ▪ If federal payments from all sources are <i>\$500,000 or greater</i>, <u>A-133 report</u> is needed.
College or University	45 CFR Part 74	A-21	<ul style="list-style-type: none"> ▪ If state and federal payments from NHHSS are <i>less than \$75,000</i>, a <u>review report</u> is needed. ▪ If state and federal payments from NHHSS are <i>\$75,000 or greater</i>, an <u>audit report</u> is needed. ▪ If federal payments from all sources are <i>\$500,000 or greater</i>, <u>A-133 report</u> is needed.
State, Local or Tribal Government	45 CFR Part 92	A-87	<ul style="list-style-type: none"> ▪ If state and federal payments from NHHSS are <i>less than \$75,000</i>, a <u>review report</u> is needed. ▪ If state and federal payments from NHHSS are <i>\$75,000 or greater</i>, an <u>audit report</u> is needed. ▪ If federal payments from all sources are <i>\$500,000 or greater</i>, <u>A-133 report</u> is needed.

AUDIT REQUIREMENT CERTIFICATION
NEBRASKA HEALTH AND HUMAN SERVICES FINANCE & SUPPORT

Applicants receiving federal funds, directly or indirectly, must complete this certification. In Part I, **select either #1 or #2** as relevant to the applicant. An individual authorized by the applicant must **sign the Certification** in Part II. The Office of Management and Budget (OMB) Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" is referenced in this document as "OMB Circular A-133".

Applicant _____

NAME OF GRANT ABSTINENCE EDUCATION GRANT CFDA* # 93.235

FTIN** _____

Applicant's Fiscal Year _____, 20____ to _____ 20____

* Catalog of Federal Domestic Assistance

** Federal Tax Identification Number

PART I

#1. [] As the applicant named above, *we will expend less than \$500,000* (for fiscal years ending after December 31, 2003) from all Federal Financial Assistance sources, not just the grant named above, and including commodities in our current fiscal year. **Therefore, we are not subject to the audit requirements of OMB Circular A-133.**

We are, however, responsible for engaging a Certified Public Accountant (CPA) licensed to practice in Nebraska to conduct and prepare either, a review or audit of our organization's financial statements and a report issued by the CPA. We acknowledge the audit must be completed no later than nine months after the end of our organization's current fiscal year. A copy of the report must be submitted to the Nebraska Health and Human Services Finance and Support address as shown at the end of Part I.

Continued on next page

#2. [] As the applicant named above, *we will expend \$500,000 or more* (for fiscal years ending after December 31, 2003) from all Federal Financial Assistance sources, not just the grant named above, and including commodities in our current fiscal year. **Therefore we are subject to the single audit requirements of OMB Circular A-133.**

We will engage a certified public accountant (CPA) licensed to practice in Nebraska to conduct and prepare the audit of our organization's financial statements and components of the single audit pertaining to those financial statements. We acknowledge the audit must be completed no later than nine months after the end of our current fiscal year.

We further acknowledge, that a single audit performed in accordance with OMB A-133 must be submitted to the Federal Audit Clearinghouse. The reporting package, as evidence the audit was completed, must contain:

- *The recipient/subrecipient's financial statements,*
- *a schedule of Expenditure of Federal Awards,*
- *a Summary Schedule of Prior Audit Findings (if applicable),*
- *a corrective action plan (if applicable) and*
- *the auditor's report(s) which includes an opinion on this recipient/subrecipient's financial statements and Schedule of Expenditures of Federal Awards, a report on this recipient/subrecipient's internal control, a report on this recipient/subrecipient's compliance, and a Schedule of Findings and Questioned Costs.*

We further acknowledge that the auditor and this recipient/subrecipient must complete and submit with the reporting package a Data Collection Form for Reporting on Audits of States, Local Governments and Non-Profit Organizations (SF-SAC).

We further acknowledge that a copy of this recipient/subrecipient's financial statements, auditor's report and SF-SAC must be submitted to Nebraska Health and Human Services Finance and Support and the Federal Audit Clearinghouse simultaneously. See the Federal Audit Clearinghouse webpage for its submission requirements:

<http://harvester.census.gov/sac/>

For NHHSS, send the audit to:

*Nebraska Health and Human Services Finance and Support
Financial Services Division - Grants and Cost Management
P.O. Box 95026
Lincoln, NE 68509-5026*

PART II

An individual authorized by the applicant must sign this Audit Certification:

I hereby certify the information furnished is correct to the best of my knowledge and belief and this subrecipient will comply with the requirements as stated in this certification.

Name and Title of Authorized Individual
(please print legibly or type)

Organization

Signature

Date

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name and Title of Official Signing for Organization

Signature of Official / Date

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable Federal funds in Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the applicant/subgrantee certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

Signature of authorized official signing on
behalf of applicant/subgrantee

Date

Organization

INSTRUCTIONS
FOR
CERTIFICATION REGARDING DEBARMENT,
SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. By signing and submitting the proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION**

LOWER TIER COVERED TRANSACTIONS

Before completing certification, read instructions on the previous pages.

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Organization

Signature

Date

INSTRUCTIONS
FOR
CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free workplace Act.
3. For grantees other than individuals, Alternate I. applies.
4. For grantees who are individuals, Alternate II. applies.
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of the application, or upon award, if there is no application, the grantee must keep the identity of the workplaces(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios.)
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the changes(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantee's attention is called in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. § 812) and as further defined by regulation (21 C.F.R. § 1308.11 through §1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of a sentence by any judicial body charged with the responsibility to determine violations of the statutes; Attachment #13

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant. Including: (i) All direct charge employees; (ii) all indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include worker not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
Alternate I. (Grantees Other Than Individuals)

Before completing certification, read instructions on the previous pages.

1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an ongoing drug-free awareness program to inform employees about –
 - (i) The dangers of drug abuse in the workplace;
 - (ii) The grantee's policy of maintaining a drug-free workplace;
 - (iii) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (i) Abide by the terms of the statement; and
 - (ii) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - e. Notifying the agency in writing within ten calendar days after receiving notice under paragraph d.(ii) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
 - f. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph d.(ii), with respect to any employee who is so convicted—
 - (i) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended, or
 - (ii) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code)

[] Check if there are workplaces on file that are not identified here.

 Name and Title of Authorized Representative (Print)

 Organization

 Signature

 Date

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
Alternate II. (Grantees Who Are Individuals)

1. The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the grant;
2. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

Name (Print)

Signature

Date

NEBRASKA ABSTINENCE EDUCATION – FY 2006-2007

PROJECT NAME: _____ **GOAL: # 1.**
Priority Need(s) Supported:

Objective	Activities FY2003	Resources		Timeline Year <u>One</u>											
		People	Other	----- Q1 -----			----- Q2 -----			----- Q3 -----			----- Q4 -----		
				Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep

General Instructions: Complete each cell in Forms 4 and 5 for an unduplicated number and total encounters of clients served in all projects funded by this grant. If you are implementing population-based services (media campaign, conferences, etc.) make estimates from sample data or market surveys. If you have multiple project delivery options and have a project for client education as well as population services, complete a separate form 4 for each.

Abstinence Education Program

Nebraska

UNDUPLICATED COUNT OF CLIENTS SERVED

Age	<10	10-14	15-17	18-19	20-24	>24	Total
H. <u>MALES</u>							
White, Non- Hispanic							
I. Black							
J. Hispanic							
K. Other							
<u>FEMALES</u>							
White, Non- Hispanic							
L. Black							
M. Hispanic							
N. Others							
Totals							

Abstinence Education Program

Nebraska
TOTAL ENCOUNTERS BY CLIENTS

Age	<10	10-14	15-17	18-19	20-24	>24	Total
<u>O. MALES</u>							
White, Non- Hispanic							
P. Black							
Q. Hispani c							
R. Other							
<u>FEMALES</u>							
White, Non- Hispanic							
S. Black							
T. Hispani c							
U. Others							
Totals							

One-time large group presentations:

AdultsYouth

Nebraska Health and Human Services System

**Department of Regulation and Licensure
Abstinence Education Grant Program**

REQUEST FOR ADVANCE

**Project
Name** _____

**Subgrant
Organization** _____

Address _____ **City/Zip** _____

**Federal Tax I.D.
Number** _____

1. **Total amount of funds awarded.** \$ _____
2. **Advance percent requested (Up to 20%)** **X** _____
3. **Amount of funds to be advanced.** \$ _____

Project Director Signature

Financial Officer Signature

Name _____

Name _____

Date _____

Date _____

Request for Advance must include two signatures. Complete the form and mail to the address listed below.

Mail To:

Abstinence Education Program
Nebraska Health and Human Services System
Office of Family Health
P.O. Box 95007
Lincoln, NE 68509-5007